


KIRTLAND

NCO

The logo for Kirtland NCO Academy is a circular emblem with a yellow border. Inside the circle is a shield divided into three sections: a blue top section with a yellow book, a yellow middle section with a black graduation cap, and a blue bottom section with a red lightning bolt. A banner at the bottom of the shield reads "DOCTUS PER SCIENTIAM". The emblem is surrounded by a cross-shaped arrangement of yellow and red horizontal and vertical bars.

ACADEMY

STUDENT INFORMATION BROCHURE

1 FEB 1997



DEPARTMENT OF THE AIR FORCE
KIRTLAND NCO ACADEMY
4301 RANDOLPH AVENUE, SE
KIRTLAND AIR FORCE BASE, NEW MEXICO 87118-5845

1 May 96

MEMORANDUM FOR INCOMING STUDENTS

FROM: CC

SUBJECT: Kirtland Noncommissioned Officer Academy

1. Congratulations on your selection to attend the Kirtland NCO Academy. This brochure will answer most of your questions about our school and your responsibilities as a student.

2. As an airman, you began your career as a worker in the Air Force, using and controlling materials and equipment. As your responsibilities increased, you added leading and managing people. Your continued success depends, to a great extent, on how well you use these resources. Our curriculum provides you with the education necessary to increase your leadership and managerial abilities. Of equal importance with academics is the reinforcement of the customs, courtesies, and traditions of the United States Air Force. Mastery of these areas, coupled with sound management skills, is the cornerstone of leadership and NCO professionalism.

3. Have a safe and pleasant trip to Albuquerque. Should you have any questions or trouble enroute, call (505) 846-2137 or DSN 246-2137.

EVELYN BRYANT, CMSgt, USAF
Commandant

COMMERCIAL TRAVEL ARRIVAL

COMMERCIAL AIR: If you travel by government-arranged commercial air carriers, ensure you obtain round trip reservations at your home station. Please make sure the flight will have you arrive on time for **class reporting date** and **depart no earlier than 0600 on class departure date** (Refer to FY class schedule).

TRAVEL FROM THE ALBUQUERQUE AIRPORT TO THE NCO ACADEMY: Students traveling via commercial air may obtain transportation from the Albuquerque Airport to Kirtland AFB by civilian taxi (military taxi service is **not** available). Your first stop will be the billeting office—about a ten minute trip. Civilian taxi service is readily available at the airport and costs between \$20 and \$25. Tell the driver to take you to base billeting and wait. Billeting is located in building 22016, 18th Street, on the East side of the base. From there, have the taxi take you to 2050 Eileen Street on the west side of the base. You can apply for reimbursement of this expense when submitting your TDY travel voucher.

POV ARRIVAL

ARRIVING FROM THE NORTH: Proceed south on I-25 to I-40 East; take I-40 East to Wyoming Blvd.; Southbound Wyoming will take you straight into the base. Turn left at the first street (Club Road) and follow it to billeting.

ARRIVING FROM THE SOUTH: Proceed north on I-25 to I-40 East; (same as above).

ARRIVING FROM THE WEST OR EAST: Proceed on I-40 to Wyoming Blvd. (south); (same as above).

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**NONCOMMISSIONED OFFICER
PROFESSIONAL MILITARY EDUCATION
PHILOSOPHY/MISSION/OBJECTIVES**

**VISION STATEMENT
AIR EDUCATION & TRAINING COMMAND**

Building the world's most respected education and training organization—recruiting, motivating and preparing quality airmen for America's Air Force.

**VISION STATEMENT
AIR UNIVERSITY**

Educating Air Force people to develop and lead the world's best air and space force—inspiring commitment to a war-winning profession of arms.

**MISSION STATEMENT
COLLEGE FOR ENLISTED PROFESSIONAL
MILITARY EDUCATION**

The College for Enlisted Professional Military Education prepares the Air Force's enlisted corps for increased leadership responsibilities.

**MISSION STATEMENT
KIRTLAND NCO ACADEMY**

The NCOA is an Air Force educational program that provides selected NCOs quality professional military education to more efficiently and effectively develop and fulfill their responsibilities in the world's best aerospace fighting force.

OBJECTIVES
KIRTLAND NCO ACADEMY

To emphasize the leadership role of the Air Force NCO through the development of managerial skills, communicative ability, unity, teamwork, and esprit de corps. To promote an awareness of the world political scene and its relationship to the Air Force and other branches of the military.

FY 1997 CLASS SCHEDULE

CLASS N0	REPORT DATE	START DATE	BANQUET	DEPART
97-3	10 Mar 97	11 Mar 97	17 Apr 97	18 Apr 97
97-4	4 May 97	5 May 97	12 Jun 97	13 May 97
97-5	14 Jul 97	15 Jul 97	21 Aug 97	22 Aug 97
97-6	14 Sep 97	15 Sep 97	23 Oct 97	24 Oct 97

REPORTING INSTRUCTIONS

SIGN IN: Report to base Billeting (22016 18th Street, East side of base, phone 846-1443 or DSN 246-1443), on the **REPORT DATE** indicated for your class (see class schedule above). Students may sign-in in civilian clothes.

NOTE 1: It is your responsibility to notify the school of any event that will cause you to report late. Call the school at (505) 846-2137 (DSN 246-2137), or the Kirtland Consolidated Command Post at 846-6432 (DSN 246-6432).

NOTE 2: If you bring firearms, you **MUST** register them with the Security Police immediately upon arrival at Kirtland AFB.

WEIGHT: All students must meet body fat standards as prescribed in AFI 40-502. Body fat percentage will be evaluated during in-processing weigh-in. If you do not meet your body fat standard you will be returned to your unit of assignment at unit expense.

RESIDENCY REQUIREMENTS: Once you report to the school, you will reside in the student dormitory. Rooms are single occupancy with a shared bathroom. Billeting cost is \$10.00 per night. Students permanently assigned to Kirtland AFB are considered on temporary duty and are required to report to billeting for room assignment. **MAID SERVICE IS PROVIDED.**

RECORDS AND ORDERS: Bring at least two copies of orders assigning you to the school. If you are on the Personnel Reliability Program (PRP), orders must be annotated with PRP code according to AFI 36-2104 para 2.2.20. Students stationed at Kirtland AFB **will not** have TDY orders. Personnel with physical profile changes must bring a current copy of the appropriate documentation.

FINANCIAL INFORMATION

SEPARATE RATIONS: Students TDY to the NCO Academy **MUST** pay the surcharge when eating in the base dining facility. If you normally receive separate rations in your paycheck, you will continue to receive this entitlement.

FAMILY SEPARATION ALLOWANCE: NCO Academy students on TDY status who have dependents are eligible for family separation pay. You may apply for this entitlement through your home station finance office once you receive a copy of the paid travel voucher for your NCO Academy TDY.

PAY: Students may obtain detailed information regarding TDY entitlements from the travel pay section before departing their home station. We encourage all students on temporary duty status to use their Air Force issued American Express credit card to pay billeting charges and to withdraw advance funds, as advance travel pay is no longer authorized.

CHECK CASHING/AUTOMATIC TELLER MACHINES: The Main Exchange provides check cashing services. There is a personal check limit of \$150 per day. Additionally, an Automatic Teller Machine (ATM) is located one block from the campus, and at the BX, Commissary, and Mini Mall.

GENERAL INFORMATION

ARRIVAL AT BILLETING OFFICE: Upon arrival at the billeting office, advise the desk clerk of your status as an NCO Academy student. After room assignment, request a welcome letter. The welcome letter will provide directions for the first academic day. On the reverse side of the letter, you will find a map guiding you to the campus.

DUTY HOURS: Normal duty hours for students are Monday through Friday, 0700 to 1630.

LOCATOR SERVICES: The NCO Academy maintains a 24-hour locator service for students should emergencies arise. During the academic day, the staff provides this service. After normal duty hours, weekends, and holidays, this service is performed by an assigned student Noncommissioned Officer of the Day (NCOD). Please give your dependents and supervisors the telephone numbers where you can be reached while attending the school. When using DSN, remember this system is FOR OFFICIAL USE ONLY. Also, the staff will not call students to the telephone during the academic day except in the case of an emergency.

DUTY HOURS: Normal duty hours for students are Monday through Friday, 0700 to 1630.

TELEPHONE NUMBERS:

DUTY HOURS

Commercial (505) 846-2137 or DSN 246-2137
FAX (505) 846-2120 or DSN 246-2120

NON-DUTY/WEEKENDS/HOLIDAYS

NCOD (Emergency Only) (505) 846-0516 or DSN 246-0516

Bldg. 915 (100 series rooms) (505) 846-2060 or DSN 246-2060
Bldg. 915 (200 series rooms) (505) 846-2158 or DSN 246-2158

Bldg. 922 (300 series rooms) (505) 846-0512 or DSN 246-0512
Bldg. 922 (400 series rooms) (505) 846-2157 or DSN 246-2157

NEW MEXICO DRIVING INFORMATION: Seat belt use is *mandatory* for all vehicle occupants in New Mexico and on Kirtland AFB. You must have proof of vehicle insurance when operating a vehicle in

the state of New Mexico. **DWI/DUI is an automatic disciplinary release from the Academy.** It is important to note that accomplice DWI/DUI is an offense in New Mexico, for which students will be released as well. The legal level of intoxication is .08. Awareness at traffic lights is also necessary. When you receive a green light signal, pause for a second or two. This should ensure the cross traffic has cleared the intersection—after having run the yellow or red light. Kirtland is located in the southeast corner of Albuquerque—a fairly high crime area. You are advised to lock your vehicle and not to leave valuables in your vehicle.

MAILING ADDRESS: Your address while at the NCO Academy is:

Rank, Name
c/o Kirtland NCO Academy
Randolph Ave., SE
Kirtland AFB NM 87118

To avoid delays or other difficulties, you should arrange to receive checks or money orders by certified or registered mail. **Do not** forward your mail to the school. Your mail will be automatically stopped and forwarded to your return address upon your departure from the school.

DINING FACILITIES: The Kirtland West Dining Facility (El Dorado Inn) is adjacent to the school dormitories. TDY personnel must pay a surcharge. Please check with your servicing Accounting and Finance Office for current charges. There are many restaurants off-base.

MEDICAL CARE: The hospital at Kirtland provides routine outpatient medical care, hospitalization and extended treatment. Try to complete any dental work, procurement of eye glasses, prescription changes, or other specialized medical services at your home station prior to arriving at the school. Students on prescribed medications or having recurring medical problems should bring their medical records.

RECREATIONAL FACILITIES: Kirtland AFB, and the Albuquerque area, have a variety of recreational facilities. You'll find golf courses, tennis courts, complete gymnasium facilities, bowling lanes, swimming pools, etc. available. During the winter, the local area provides excellent snow skiing, at personal expense.

NOTE: **Do not** bring a bike unless you want to leave it outside the dormitory. KAFB regulations require you to wear a helmet when riding a bike on the installation.

RELIGIOUS SERVICES: You'll find a current schedule of religious services on student bulletin boards in both dormitories. For additional information, the Chapel telephone number is 846-5691.

OFF-DUTY TRAVEL: There are no restrictions on off-duty travel except that students must be on time for class the next school day. Be smart and be safe.

CLOTHING SALES: The Base Military Clothing Sales Store is located on the east side of Kirtland AFB, approximately three miles from the school. It serves a community of 4,000 military members and does not always have necessary uniform items. Try to purchase all uniform items before your arrival at the school.

BASE EXCHANGE: A small exchange annex is within a quarter of a mile of the school. It stocks food, beverage items, and toiletries. The main exchange is on the east side of Kirtland, approximately three miles from the school.

TRANSPORTATION: The Albuquerque Public Transportation System route is accessible on the base and provides service to the city area. There is no bus service, either on or off base, during weekends.

WHAT TO BRING: Bring items you would normally wear, including night wear, as you are in a coed dormitory. Also, bring a padlock for your room wall locker. Fall through Spring, include a warm jacket--our mornings are chilly! We have very little rain. Most rainfall occurs during August.

UNIFORM REQUIREMENTS

High standards of dress and appearance are an obvious **must** since you will be under continuous observation, not only by the NCO Academy faculty, but by other people here at Kirtland AFB. You **do not** need to purchase new uniforms if yours are serviceable. If you must purchase uniform items, insure each is USAF certified. Also, we recommend you obtain alterations prior to arrival at the school.

SERVICEABILITY:

- a. Clothing Items: Proper shade, fit and specifications. Clean and no tears.
- b. Accouterments (Ribbons, Badges, Name tag, Collar Brass, etc. ...): Clean, untarnished. No scratches or rips.

REQUIRED UNIFORM ITEMS

(Amount shown in parenthesis)

Service Uniform (3)—Note 1	Blue Web Belt and Buckle (2)
Badges and Ribbons—Note 2	Flight Cap (1)
BDU Uniform (2)	BDU Hat (1)—Note 4
Service Dress (1)—Note 3	Boots (1 pair)
Necktie/Tie Tab (2)	Service Shoes (1 pair)
Athletic Clothing	Blue Outer Garment—Note 5

UNIFORM NOTES

1. (Males) The service uniform, short sleeve shirt with epaulets, is mandatory. You may wear any service uniform on academic days unless otherwise directed. (Females) Both skirt and slacks are required. The short sleeve overblouse with epaulets may be worn with either the skirt or slacks unless otherwise directed. The new convertible collar blouse is authorized and the tab is optional except when required for scheduled activities and formations.

2. As individually authorized, special distinctive clothing and insignia may be worn while attending Pro-

Professional Military Education programs.

3. The semiformal uniform (enlisted) or mess dress (officer) is mandatory for the graduation banquet. Additionally, special distinctive uniform items **are** authorized, with the exception of head and foot wear. Males are required to wear black low quarter shoes. Females are required to wear plain, black leather, patent or high-gloss pumps.

Note: Men do not wear a bow tie with the **NEW** service dress uniform. The regular Herringbone tie is worn with a white shirt.

4. No organizational BDU hats are worn. Any authorized name tag and stripe combination is acceptable. BDUs are normally worn two days per week.

5. Acceptable outer garments consist of the blue sweater, lightweight blue jacket, or the all-purpose rain coat.

SUGGESTED OPTIONAL ITEMS

Gloves (Gray or Black)	Blue Sweater
Lightweight Blue Jacket	Raincoat

OTHER UNIFORM AND SUPPLY INFORMATION

MESS DRESS UNIFORM: We encourage students who own a mess dress uniform to wear it to the graduation banquet.

NOTE: Sunglasses and photosensitive type eyeglasses having the characteristic tendency of sunglasses may not be worn in military formation. Lenses on eyeglasses may not contain ornamentation (e.g., etched initials or designs).

SCHOOL SUPPLIES: Each student should bring a standard 3-ring binder, loose-leaf notebook paper, pens, pencils and whatever other writing instruments and school supplies the student deems necessary.

FACILITIES

The NCO Academy campus consists of three buildings designed to meet student needs.

BILLETING: Dormitories, Bldg. 915 and 922, are adjacent to the academic complex and contain recreational rooms, study rooms, television lounges, a computer center, learning resource center, and mini-gymnasium.

STUDENT ROOMS: Student rooms are single occupancy, with two rooms sharing a bathroom. Each has a full-size bed, dresser, desk, built-in lockers, sink, refrigerator, microwave, clock radio, television, coffee pot, ironing board and iron. There are no telephones in student rooms.

NOTE: You will need to bring dishes, utensils, etc. in order to use the microwave.

STUDY FACILITIES: Students may use the Learning Resource Center (LRC) in Bldg. 915, the classroom, or study rooms. The LRC and classrooms have computer equipment loaded with Windows software programs. Students who wish to bring their own computer equipment are welcome to do so.

LAUNDRY FACILITIES: Washers and dryers are available in the dormitories for those students who want to do their own laundry. There is no fee. Commercial laundry and dry cleaning services are available on campus and within walking distance of the campus.

RECREATIONAL ROOMS: A recreational room is available in each dormitory. Additionally, equipment for outdoor sports and other activities are available from the NCOD.

ACADEMIC BUILDING: The academic complex (4301 Randolph Avenue) contains offices, classrooms, a student lounge, and a Presentation Center. All classes are held in this building.

FITNESS PROGRAM

The NCO Academy fitness program consists of organized, sustained aerobic activity (running and walking) and volleyball. We highly encourage students to bring any personal sporting equipment and to be physically ready to compete. You must participate in the fitness program while assigned to the NCO Academy. Bring appropriate shoes/clothing to meet this requirement.

AIR EDUCATION & TRAINING COMMAND USAF NCO ACADEMY SYLLABUS

CURRICULUM HOURS

The NCO Academy is 220 hours of primarily guided discussion classroom methodology. Quality Air Force is intrinsically meshed throughout the course. The course consists of three curriculum areas: Profession of Arms, Supervision, and Communication.

PROFESSION OF ARMS: Designed to increase student knowledge in wear of the uniform, drill and ceremonies, rights and responsibilities, Air Force history, military protocol, global reach/global power, and wellness.

SUPERVISION: Designed to increase student knowledge of human behavior, Quality Air Force, team building, leadership, the improvement process, discipline, human relations, performance management, and feedback.

COMMUNICATION: Designed to increase student knowledge of successful learning, barriers to communication, preparing to communicate, effective writing, effective speaking, presentation forms for writing and speaking, and bullet statements.

Course hours breakdown

Profession of Arms	43
Supervision	91
Communication	43

Admin/Evaluation	27
Commandant's Time	12
Curriculum Introduction	4

The Kirtland NCO Academy is affiliated with the Community College of the Air Force (CCAF). As an affiliated member in the CCAF system, we share in its accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools. Each graduate of our school enjoys the personal and professional benefits of the institution and also earns 12 college credits. Credit hours break down into the following areas:

Military Citizen	2
Communicative Skills	2
Leadership and Management	2
Introduction to Quality	<u>3</u>
Total	9

COURSE COMPLETION REQUIREMENTS

Graduation is based upon a cumulative minimum passing score in each of the summative evaluation (objective and performance) tracks. Additionally, students must comply with all school policies. Students will be briefed on graduation criteria and school policies upon entry into the program of instruction.

Each student should demonstrate mastery of the objectives measured on summative objective evaluations by attaining the minimum passing score. Students not attaining the minimum passing score on each test will be counseled. The cumulative minimum passing score for the performance track is a combination of summative writing and speaking evaluations. Each student must attain a cumulative minimum passing score on the summative performance track. Students not attaining the minimum passing score in the written portion of the performance track will be counseled. Feedback will be provided to all students who fail the spoken portion of the performance track. However, no student will be academically released as long as he/she can meet the cumulative minimum passing score required for graduation.

GRADUATION ACTIVITIES

Awards will be presented graduation morning during a ceremony conducted on campus. A formal graduation banquet will be held in the evening on the final day of training. Students must attend both activities. Spouses and other guests are encouraged to attend. Students will be allowed to invite approximately four guests to the graduation ceremony. Appropriate dress for the awards ceremony is uniform of the day (military) or comparable attire (civilian). Officer guests must wear mess dress to the graduation ceremony; enlisted members wear either the semi-formal or mess dress uniform. Civilian

guests wear appropriate, comparable attire. Final out-processing occurs Friday morning after graduation. **Official Release Time is 0600 Friday.**

AWARDS AND RECOGNITION

All students are eligible for awards with the following exception: students failing to achieve a minimum passing score on any summative objective or performance evaluation.

JOHN LEVITOW AWARD: This formal award is the highest honor awarded and is presented to the distinguished graduate who is the most outstanding in objective and performance testing, demonstrated leadership and teamwork. The recipient of this award is the most distinguished graduate.

DISTINGUISHED GRADUATE AWARD: This formal award is presented to the top 10 percent of the class based upon performance in objective and performance evaluations, demonstrated leadership, and performance as a team player.

COMMANDANT'S AWARD: This award is presented to the student who, in the commandant's opinion, made the most significant contribution to the overall success of the class.

ACADEMIC ACHIEVEMENT AWARD: This award denotes excellence as a scholar. It is based upon all summative and performance scores.

DIPLOMAS: All students who successfully complete the NCO Academy program receive a diploma.

LOCAL AREA INFORMATION

Albuquerque is the largest city in New Mexico and has a population of nearly 500,000. It was founded in 1706 as a Spanish villa on the banks of the Rio Grande and named for the Duke of Albuquerque, Viceroy to the Spanish King. Old Albuquerque was a way-station on the Chihuahua Trail, known as El Camino Real (The King's Highway). This route was the lifeline between Santa Fe (the provincial capital) and Mexico City (the capital of Mexico). Much of it now lies beneath the blacktop of US Highway 85, be-

tween Albuquerque and El Paso, Texas.

The present city grew up around the Santa Fe Railroad Station, about two miles east of the old town, as the rails reached this point on their way to the Pacific Coast. Albuquerque soon became a wool marketing center and was incorporated in 1890.

As the state's largest city, Albuquerque is chiefly the distribution center of the large Southwest trading area. The city continues to grow in population, industry, and recreation. Its healthy and rapid growth has been augmented by the establishment of federal government installations, agencies, and departments.

Climate is a compelling factor in Albuquerque's popularity. Long known as a health center, people have come from all points of the compass to bask in its year-round sun and to be invigorated by its "high octane air." An altitude of 5,314 feet ensures a moderate climate and contributes to the low humidity that makes for comfortable living. It has a national reputation with health seekers for the relief of respiratory and pulmonary diseases. The average temperature ranges from 42 degrees in winter to 79 degrees in summer. The average annual precipitation is 8.5 inches.

Points of interest within or near the city are Old Town Albuquerque, Rio Grande Park and Zoo, Sandia Peak Tramway and Ski Area, Ernie Pyle Memorial Library, the University of New Mexico, three museums, 18 Indian Pueblos, and four Indian reservations.

Albuquerque is bordered on the north and south by Indian reservations, on the west by the famed Albuquerque West Mesa, and on the east by the Sandia and Manzano mountains - the southernmost tip of the Rocky Mountain chain. Additionally, Albuquerque is world renowned as the International Hot Air Balloon capital. The hot air balloon festival is held each October.